

## **Human Resources Business Partner, Prevention Works**

Since 1996 Prevention Works has been developing and delivering research-based prevention education programs that encourage young people and families to make wise decisions and live healthy lives. Prevention Works, located in Kalamazoo MI, builds stronger communities by providing comprehensive health education services to youth and families. We educate area youth on the dangers of drugs, alcohol, and violence. Our programs are proven to be effective tools in the development of youth. Prevention Works, Inc. reaches over 8,000 youth and families annually with research-based health education programming designed to assist community members with positive decision making in regard to health and social issues.

Prevention Works is seeking a dynamic HR professional to join our growing organization. The Human Resources Business Partner will be part of our leadership team and will function as a strategic partner focusing on the employee relations, policies & procedures, HR administration and learning and development. Additional responsibilities will include the following:

- Implementation of Human Resources practices and processes.
- Oversight of performance appraisal system.
- Payroll and benefits administration.
- Hiring, on-boarding and retention process.
- Function as the subject matter expert on all HR related matters.

### **Qualifications:**

- In depth knowledge and demonstrated understanding of labor law and HR best practices to include employee relations and recruiting.
- Experience in Benefits plan administration
- Ability to analyze, interpret and convey information in oral and written formats in order to present materials in an informative and interesting manner
- Ability to address disagreements and problems directly and objectively using conflict as an opportunity for agency growth
- Excellent organization skills and follow-through with the ability to multi-task, prioritize work and create goals
- Partners with leadership to drive a positive, productive, and engaging culture
- Ability to make sound decisions by considering relevant information, involving others if necessary; takes responsibility for decisions made
- Ability to demonstrate an understanding of the mission and vision of Prevention Works and support Prevention Works decisions
- Ability to work independently and as a part of a team
- Skilled in computer and internet applications (Microsoft Word, Excel, Publisher, Access, etc.)

Please submit your resume to [recruitfortalent101@gmail.com](mailto:recruitfortalent101@gmail.com). For additional information please visit our website at <http://www.prevention-works.org/employment.html>.